



Concordia

UNIVERSITY

MEMO TO: Me B. Gaudet
Secretary-General

FROM: John Noonan
Secretary of Senate

DATE: 10 December 1990

RE: SENATE POLICIES AND PROCEDURES FOR THE ESTABLISHMENT OF
RESEARCH CENTRES.

Concerning the above, this is to advise that Senate, at its meeting of 7 December 1990, adopted a motion to approve and recommend to the Board of Governors, the Senate Policies and Procedures for the Establishment of Research Centres as proposed in document US-90-10-D19, (copy attached).

John Noonan

c.c. Dr. P. Kenniff
Dr. S. Sheinin

CONCORDIA UNIVERSITY

Internal Memorandum

Date: 15 November 1990

To: Mr. J. Noonan, Secretary
University Senate

From: Dr. J. Lightstone, Chair
Senate Research Committee

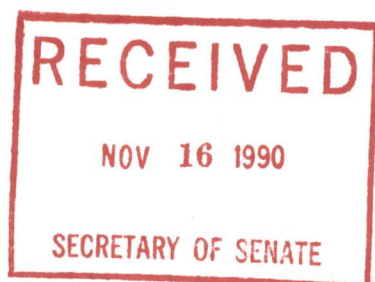
Re: Senate Policies and Procedures for the Establishment
of Research Centres at Concordia University

At its meeting of 15 November 1990, the Senate Research Committee unanimously approved, and recommended to Senate approval of, the policies and procedures outlined in the document, entitled, "Senate Policies and Procedures for the Establishment of Research Centres at Concordia University" (ver. 24 Oct. 1990, rev. 15 Nov., 1990), for implementation commencing 1 June 1991.

I should be glad to appear on behalf of the SRC before Steering Committee in order to answer any questions which Steering Committee may have with regard to the document.



attch.



ver. 24 October, 1990, rev. Nov. 15, 1990 (file:\planning\centres.v3)

**SENATE POLICIES AND PROCEDURES
FOR THE ESTABLISHMENT OF RESEARCH CENTRES
AT CONCORDIA UNIVERSITY**

Preamble

In March of 1989, the University Senate adopted a document entitled, "Guidelines for the Evaluation of Research Centres Seeking Formal Recognition of Senate and the Board of Governors." That document recognized that in the University's pursuit of its mission to discover, extend and critique knowledge about the world in which we exist, and to disseminate that knowledge to others, the University establishes research centres. Centres bring together professors, researchers, artists, and sometimes students in an enriched and focused environment, in which there is cross fertilization among participants and in which the critical-mass makes the sum greater than the parts. In so doing, Research Centres contribute to the development of leading edge or interdisciplinary research, scholarship or creative activity.

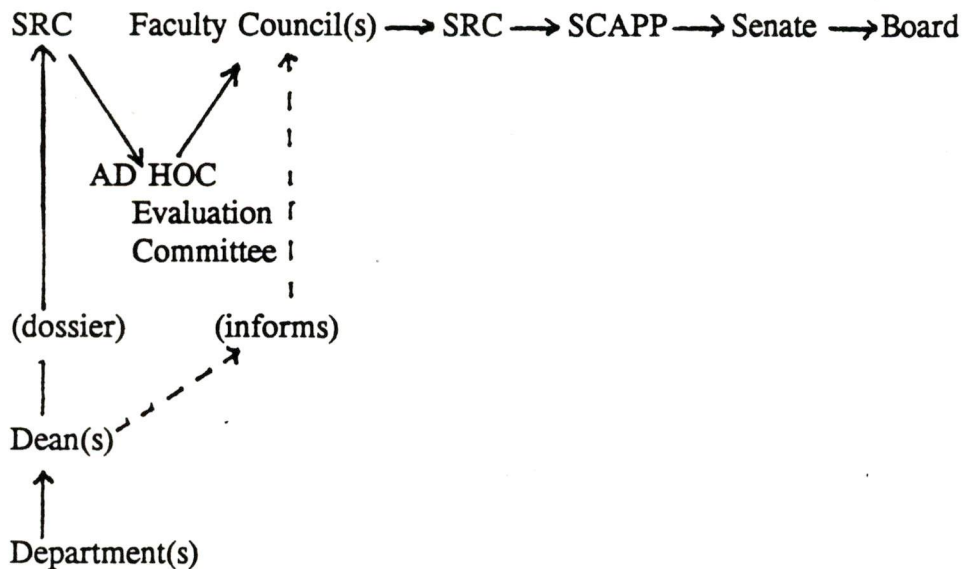
Such centres arise from informal associations at the initiative of the core of participating scholars. The collaborative research efforts of these scholars develop to a point where the establishment by the University of a formal unit, a research centre, furthers the efforts of the researchers and the University's academic mission. The "Guidelines" document recognized that it is the responsibility of Senate to evaluate and approve proposals to establish these centres, in order to ensure that the emerging research centre will indeed be able, and command the resources required, to pursue its academic mission. The document in question, however, did not establish a precise set of procedures by which fully-developed proposals and accompanying documentation would come before Senate. What follows is intended to complement the "Guidelines" by setting forth these procedures.

Procedures for Establishment of Centres at Concordia University

A flow diagram of the pathway for receipt, and consideration of proposals for the establishment of Centres is set out in figure 1.

FIGURE 1

PROCESSING BODIES



PREPARATION OF DOSSIERS BY DEPARTMENTS AND FACULTY ADMINISTRATIONS

Proposals and supporting documentation for the establishment of Research Centres are formulated by the **Department(s)** concerned and by the **Faculty Administration(s)**. The Dean(s) shall forward the dossier to the Senate Research Committee and inform the Faculty Council(s) that the Senate Research Committee has been asked to commence procedures leading to the establishment of the Research Centre.

RECEIPT BY THE SENATE RESEARCH COMMITTEE & ESTABLISHMENT OF AN AD HOC EVALUATION COMMITTEE

Complete proposals and supporting documentation will initially be received by the **Senate Research Committee**. The SRC will receive dossiers containing the following information:

- a) A letter of recommendation from the Dean or delegate that the proposed centre be established.
- b) A fully-formed academic proposal for the establishment of a centre (where appropriate formulated to the specifications required by the FCAR or NSERC,

or some other analogous agency).

- c) Clear evidence that the proposal has been reviewed and approved by the academic unit(s) in which it will be housed.
- d) Clear evidence that the attendant resource requirements have been identified and will be addressed, by submission of the following:
 - an assessment of the projected needs of the centre from Computer Services, Physical Resources, and Library Administration;
 - an assessment of the human resource requirements;
 - a **complete** costing of the resource implications from Treasury;
 - an administrative response of the relevant Dean(s), specifying how and when these requirements will be addressed in the context of the budget and **Strategic Academic Planning Process**, and in that context providing a detailed schedule for the implementation of the recommendations of Senate and the Board that the centre be established.

Upon receipt of **complete** dossiers, the **Senate Research Committee** will ask the Associate Vice-Rector, Academic (Research), in consultation with the Faculty, to establish an **ad hoc Evaluation Committee** and to identify possible external consultants to review the proposal.

The Evaluation Committee, chaired by the Associate Vice-Rector, Academic (Research), will appraise the proposal for the establishment of the centre and make recommendations to the processing bodies which will subsequently study the dossier. In undertaking its appraisal the *ad hoc* Committee will

- name two external assessors to review the proposal.
- assess all aspects of the proposed mission and resource needs of the centre.
- recommend the establishment of the proposed centre, or will recommend returning the proposal to the Dean(s) and suggest appropriate modifications.
- forward that report, the dossier, the recommendations of the external consultants to the Faculty Council(s)

APPROVAL BY THE FACULTY COUNCILS

The **Faculty Council(s)** will study the dossier, the reports of the external consultants and the recommendations of the Evaluation Committee. Based upon the latter, the Faculty Council(s) may recommend to Senate the establishment of the Centre.

RECOMMENDATIONS OF THE SENATE RESEARCH COMMITTEE AND THE SENATE COMMITTEE ON ACADEMIC PLANNING AND PRIORITIES

The **Senate Research Committee** will study the dossier and the accompanying reports and recommendations. The SRC will forward any further recommendations concerning the dossier which it wishes to make, with the dossier and all supporting documentation, to the **Senate Committee on Academic Planning and Priorities**.

The Senate Committee on Academic Planning and Priorities will receive all of the aforementioned documentation and

- consider the proposal in light of the mission statement, development plans and priorities of the relevant Faculties and of the University.
- make recommendations concerning the establishment of the Centre to Senate.
- if the recommendations are positive, forward the complete dossier to Senate, through the Vice-Rector, Academic.

APPROVAL BY THE SENATE AND THE BOARD OF GOVERNORS

Based upon the dossier, and the accompanying reports and recommendations, **Senate** may recommend to the **Board of Governors** the establishment of the Centre in the year in which the necessary resources, as described in the dossier, shall be incorporated into the budget of the University.